



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

DOM/SJS
DISTRIBUTION: A, B, C, J, S

CJCSI 5701.01A
1 July 2003
CH 1 16 October 2003

POLICY FOR THE DEVELOPMENT OF CJCS, JOINT STAFF, AND J-DIRECTORATE DIRECTIVES

References:

- a. DOD Directive 5025.1, 27 July 2000, "DoD Directives System," with Change 1, 11 September 2000, incorporated
- b. Joint Publication 1-01, 5 July 2000, "Joint Doctrine Development System"
- c. Joint Staff Manual 5701.01 Series, "Formats and Procedures for Development of CJCS, Joint Staff, and J-Directorate Directives"
- d. "DoD Web Site Administration Policies and Procedures," 25 November 1998, with amendments and corrections incorporated
- e. CJCS Notice 0002 Series, "Index of CJCS and Joint Staff Directives"

1. Purpose. Consistent with reference a, this instruction sets forth policy and responsibilities for development and maintenance of CJCS, Joint Staff, and J-directorate instructions, manuals, notices, guides, and handbooks.

2. Cancellation. CJCSI 5701.01, 29 March 2002, is canceled.

3. Applicability. This instruction applies to the Services, combatant commands, Defense agencies, and Joint Staff. It is distributed to other agencies for information.

4. Policy

a. CJCS policy, procedures, guidance, and informational materials approved by or for the Chairman of the Joint Chiefs of Staff, that neither contain joint doctrine nor involve the employment of forces will be published in instructions, manuals, notices, guides, handbooks, and pamphlets (hereafter referred to collectively as "directives"). Per reference c, joint doctrine and joint

tactics, techniques, and procedures approved by or for the Chairman of the Joint Chiefs of Staff, will be published as joint publications.

b. Instructions and notices will be used to publish internal and external CJCS and Joint Staff policy. Manuals and guides will be used to disseminate detailed informational and procedural material. Handbooks and pamphlets will be used to disseminate subject matter of a technical and instructional nature to a targeted audience.

c. Any CJCS directive that applies to the Services, combatant commands, Defense agencies, or other components of the Department of Defense (DOD) outside of the Joint Staff must include a reference to the appropriate authority of the CJCS to promulgate the directive. Appropriate references for CJCS authority include statutory citations to the US Code or citations to a delegation of authority by the Secretary of Defense or the Deputy Secretary of Defense.

d. CJCS and Joint Staff instructions, manuals, and guides will be reviewed annually to determine if they require change, reissuance, or cancellation; they will be reviewed for reissuance or cancellation every 5 years. The first annual review will be conducted on the second anniversary of the document's effective date. The 5-year review will be conducted every 5 years from the document's effective date, with the document being reissued or canceled as a result.

e. Handbooks, pamphlets, and J-directorate directives will be reviewed and canceled or reissued at the discretion of the directorate. As notices are self-canceling after 1 year or contain a specific effective period, there is no need for their review.

f. Special reviews are conducted at the discretion of the Chairman, Joint Chiefs of Staff. Additionally, the J-directorate having cognizance of the subject matter of a directive may initiate a change to or reissuance of that directive at any time substantive changes to the content so require.

5. Definitions. See Enclosure.

6. Responsibilities

a. Secretary to the Joint Staff, Information Management Division (IMD). IMD is responsible for managing Joint Staff directives, to include:

(1) Establishing formats (reference c).

(2) Assigning numbers for new directives and maintaining the master lists of current, canceled, and superseded directives.

(3) Maintaining the master paper directives library.

(4) Maintaining the single source directives electronic libraries on the World Wide Web, Joint Staff Local Area Network, and Secret Internet Protocol Network (reference d).

(5) Publishing consolidated indexes of CJCS and Joint Staff directives via the directives electronic libraries and assuring they are updated on a monthly basis (reference e).

(6) Suspending and monitoring the progress of the mandatory annual and 5-year reviews, and any special reviews.

b. J-Directorates. The J-directorates are responsible for:

(1) Developing, coordinating, and reviewing CJCS and Joint Staff directives on subjects under their cognizance in accordance with this instruction and reference c.

(2) Managing their internal directives programs in accordance with this instruction and reference c.

(3) Determining the distribution and electronic releasability of CJCS and Joint Staff directives; distributing those directives that are not releasable in electronic format and those whose electronic releasability is restricted to the Joint Staff Local Area Network.

c. Services, Combatant Commands, and Defense Agencies. The Services, combatant commands, and Defense agencies are responsible to coordinate on the development and revision of CJCS and Joint Staff directives that apply to them.

7. Summary of Changes. This change updates CJSI 5701.01. It further:

a. Clarifies the distinction between Joint Staff directives, which are governed by this instruction, and joint publications, governed by reference b.

b. Adds the requirement to reference the origin of CJCS authority to promulgate directives applicable to DOD components outside of the Joint Staff.

c. Replaces references to the former paper indexing and distribution of CJCS and Joint Staff directives with references to the current electronic processes.

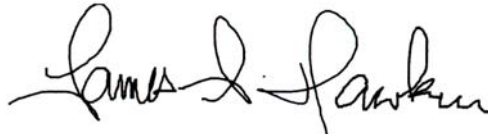
1 July 2003

d. Emphasizes the J-directorate responsibility to determine electronic releasability of directives on subjects under their cognizance.

e. Affirms the IMD single source responsibility to provide electronic access to directives, including indexes of directives.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page -- http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

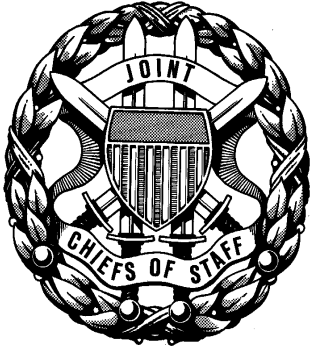
9. Effective Date. This instruction is effective upon receipt.

A handwritten signature in black ink, appearing to read "James A. Hawkins". The signature is fluid and cursive, with the first name "James" and last name "Hawkins" clearly distinguishable.

JAMES A. HAWKINS
Major General, USAF
Vice Director, Joint Staff

Enclosure:

A--Matrix of CJCS, Joint Staff, and J-Directorate Directives



CHAIRMAN OF THE JOINT CHIEFS OF STAFF NOTICE

DOM/SJS
DISTRIBUTION: A, B, C, J

CJCSI 5701.01A CH 1
16 October 2003

CHANGE 1 TO CJCS INSTRUCTION 5701.01A

References:

- a. JSI 5711.01 Series, "Action Processing"
- b. JSM 5711.01 Series, "Joint Staff Correspondence Preparation"
- c. JSM 5701.01 Series, "Formats and Procedures for Development of CJCS, Joint Staff, and J-Directorate Directives,"

1. Holders of CJCSI 5701.01A, 1 July 2003, "Policy for the Development of CJCS, Joint Staff, and J-Directorate Directives," are requested to make the following page substitution:

Remove Pages

A-1 thru A-2

Add Pages

A-1 thru A-2

2. Summary of the changes is as follows: Administrative update to clarify signature level of CJCS and Joint Staff directives.

3. When the prescribed action has been taken, this transmittal should be filed behind the record of changes page in the basic document.

4. This notice is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this notice through the Internet from the CJCS Directives Home Page--http://www.dtic.mil/cjcs_directives. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

A handwritten signature in black ink, appearing to read 'Edward W. Snead', with a stylized, looping flourish at the end.

EDWARD W. SNEAD
Colonel, USA
Secretary, Joint Staff

Enclosure

A--Matrix of CJCS, Joint Staff, and J-Directorate Directives

DISTRIBUTION

Distributions A, B, C, and J plus the following:

	<u>Copies</u>
Secretary of Defense.....	1

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ENCLOSURE

MATRIX OF CJCS, JOINT STAFF, AND J-DIRECTORATE DIRECTIVES

	TITLE	CONTENT	LONGEVITY	APPLICABILITY	SIGNATURE LEVEL
CJCS	CJCSI	CJCS policy that does not contain joint doctrine or concern employment of forces in joint operations	Mandatory annual review; mandatory 5-year republishing	JS directorates and offices and/or the Services, defense agencies, combatant commands, Service/joint Service schools; may be informational to other agencies	Depends on subject matter and current practice; usually signed by the Director/Vice Director, Joint Staff; routine administrative matters are signed by the Secretary, Joint Staff; significant policy matters are recommended for signature of the Chairman, Joint Chiefs of Staff
	CJCSM	Procedure; may supplement CJCSI or stand alone; usually contains specific models and examples	Mandatory annual review; mandatory 5-year republishing		
	CJCSN	CJCS policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year; may contain a specific effective period		
	CJCSG	Detailed information, emphasis, and guidance from the Chairman on a specific topic	Mandatory annual review; mandatory 5-year republishing		
	CJCSHB	Comprehensive reference and/or instructional material on a specific topic; usually hip-pocket format	Indefinite; not subject to frequent change		
	CJCSP	Information, emphasis, and instruction on a specific topic; usually flyer or poster format	Indefinite; not subject to annual review		
JS	JSI	JS policy; may implement or supplement DOD directives or establish and prescribe JS forms	Mandatory annual review; mandatory 5-year republishing	Joint Staff; may be informational to other agencies	Policy is signed by Director/Vice Director, Joint Staff; administrative matters are signed by Secretary, Joint Staff
	JSM	Procedure; may supplement JSI or stand alone	Mandatory annual review; mandatory 5-year republishing		Secretary, Joint Staff
	JSN	Policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year; may contain a specific effective period		Policy is signed by Director/Vice Director, Joint Staff; administrative matters are signed by Secretary, Joint Staff
	JSG	Detailed information, emphasis, and guidance on a specific topic	Mandatory annual review; mandatory 5-year republishing		Depends on topic, format, and current practice; may not be signed
	JSHB	Comprehensive reference and/or instructional material on a specific topic; usually hip-pocket format	Indefinite; not subject to frequent change		
	JSP	Emphasis and instruction on a specific topic; usually flyer or poster format	or annual review		
J-#	J-#I	J-# policy	J-# discretion	Issuing directorate, except that J-3 will determine to whom safety rules and emergency action procedures apply	Appropriate directorate official in accordance with current practices
	J-#M	J-# procedure	J-# discretion		
	J-#N	J-# policy, guidance, or information of a one-time or brief nature	Self-canceling after 1 year; may contain a specific effective period		
I: Instruction M: Manual N: Notice G: Guide HB: Handbook P: Pamphlet JS: Joint Staff J-#: J Directorate					

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